

VACATION AND CONVERTED SICK LEAVE PAYOUT POLICY

The Vacation Payout Policy documents the process for handling vacation and converted sick leave payout due to separation from Ames Laboratory or a change in pay base which would necessitate a payout.

1.0 APPROVAL RECORD

- Reviewed by: Document Control Program Assistant (Molly Daub)
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- Approved by: Associate Director for Sponsored Research Administration (Deb Covey)
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- Approved by: Chief Research Officer (Duane Johnson)
- Approved by: Assistant Director for Scientific Planning (Cynthia Jenks)
- Approved by: Deputy Director (Tom Lograsso)
- Approved by: Laboratory Director (Adam Schwartz)

The official approval record for this document is maintained in the Training & Documents Office, 105 TASF.

2.0 REVISION/REVIEW INFORMATION

The revision description for this document is available from and maintained by the author.

3.0 PURPOSE AND SCOPE

This policy documents the process for handling vacation and converted sick leave payouts due to separation from Ames Laboratory or a change from A base to B base that would necessitate a payout. This policy applies to employees in pay bases A, E, H, P who accrue vacation and, are eligible for a vacation payout. Other employees who are eligible for vacation are not eligible for a payout.

4.0 ROLES AND RESPONSIBILITIES

Ames Laboratory Human Resources shall follow ISU's policy regarding vacation and converted sick leave payout. In addition, Ames Laboratory Human Resources will confer and confirm with the Ames Laboratory Budget Office prior to processing payouts that affect Ames Laboratory funds.

5.0 PROGRAM/POLICY/PROCEDURE INFORMATION

To facilitate an employee's vacation payout at separation or a change in pay base, Ames Laboratory Human Resources has created a spreadsheet to capture the vacation and converted sick leave payouts for Ames Laboratory employees. Prior to initiating an electronic personnel action (EPA) in the ISU payroll system, the Ames Laboratory Human Resources Office will initiate a review of funding sources for an employee for the past 24 months. Each employee's effort and monthly salary for the previous 24 months will be documented. The spreadsheet will also calculate their current hourly rate of pay, and the amount to be charged to

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Ames Laboratory funds. The personnel file will be reviewed, and the employee's ISU funding department may be consulted for any special conditions or previous agreements associated with the payout. The findings will be documented in the spreadsheet and will then be compared to the effort report generated by the Budget Office and any discrepancies will be resolved. The Budget Office will sign off on the effort report and the EPA will then be generated. The Budget Office effort report and the spreadsheet will serve as documentation for this process and will be kept in the employee's file.

6.0 REFERENCES

ISU Policy Resignations – Payments for Terminal Vacation
Vacation Payout Estimate Spreadsheet
Budget Office Effort Report